

ARCOSKOP

SP

Installation Protocol

Service Provider Documentation

**for Installation, i.e.,
Moving the system on-site, Installation, and
system cabling**

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1. Extent of Service:

Moving on-site

Installing

System cabling

2. Installation Protocol

Room preparation performed:

- The project manager is on site when the service provider arrives.
- The project plan is available on site.
- Pre-installation has been completely carried out according to installation instructions and has been documented in the pre-installation protocol.
- The pre-installation set has been adjusted according to installation instructions.
- Wall socket and E-box have been installed according to the project plan.
- Cables have been routed according to the cable list in installation instructions.
- Line voltage and compressed air are available.
- System emergency-shutdown has been installed on-site.
- All on-site room preparations have been concluded.

⇒ **All work must be performed in accordance with the documents included in delivery.**

Moving the system into the building:

- An agreement with the project manager must be reached in advance about bringing on site, floor load, crane, construction inspection, closed off areas, resources, etc.
- One large or two small forklifts are required.
- System components are moved in on pallets and checked for damage.

2 **Extent of Service in Bringing on Site, Installing, and Cable Routing for Electronics**

Installation:

- All necessary installation tools and resources are brought along (listed in the PG)
- Clarify with the project manager whether installation tools are available for the stand and the Electronic-unit.
- Stand, C-arm, and E-unit are installed and adjusted according to the installation instructions included in delivery.
- Monitor cart is unpacked according to the instructions included in delivery.
- Column arm is adjusted according to the installation instructions and conditions at site.
- Install all optional monitors and user panel.
- Unpack the optional trolley.

System cable routing:

- Perform cable routing for C-arm to E-unit and wall socket to E-unit according to instructions.
- Record connections in cable list by color or coding.
- Connect on-site cables in E-unit.
- Perform and protocol grounding measurement.
- Mount all covers.
- Connect all optional monitors and user panel

Other tasks:

- Install cable channels and clamps (if required).
- Clean up and sweep the installation space.
- Return all packing materials.
- Any damage to the hospital caused by the work should be reported to the project manager.
- Fill out installation protocol for service provider, have it signed by the project manager and send it to TDPS 3, see address "Installation Protocol" page 4.
- One copy of the installation protocol stays with the system in the system binder.
- Preparation of an installation report treating the following points: difficulty bringing on site, production flaws, possibilities for improvement, other incidents.

ARCOSKOP

SAP-No.: _____ System Ser. No.: _____

Customer: _____

Country/City: _____

Installation Team: _____

Project Manager: _____

Install. started: _____ Install. concluded _____

	Work performed	
	yes	no
The system was installed according to the documents included with delivery.	<input type="checkbox"/>	<input type="checkbox"/>
Bringing the system on site:		
The complete pre-installation set was already installed and adjusted as per project plan.	<input type="checkbox"/>	<input type="checkbox"/>
All on-site cables were retracted.	<input type="checkbox"/>	<input type="checkbox"/>
The pre-installation protocol is present and filled out.	<input type="checkbox"/>	<input type="checkbox"/>
All components (monitor cart, C-arm, stand, E-box, options) have been brought in.	<input type="checkbox"/>	<input type="checkbox"/>
A project plan was available.	<input type="checkbox"/>	<input type="checkbox"/>
System emergency-shutdown was installed on site.	<input type="checkbox"/>	<input type="checkbox"/>

	Work performed	
	yes	no
Installation:		
The stand was installed, adjusted, and tightened with the proper torque.	<input type="checkbox"/>	<input type="checkbox"/>
The column arm was installed as appropriate to on-site conditions.	<input type="checkbox"/>	<input type="checkbox"/>
The C-arm was installed and tightened with the proper torque.	<input type="checkbox"/>	<input type="checkbox"/>
The E-unit was installed in the E-box.	<input type="checkbox"/>	<input type="checkbox"/>
Cable routing:		
System connections have been routed between the C-arm and E-unit and the wall socket and E-box and have been connected according to the documentation.	<input type="checkbox"/>	<input type="checkbox"/>
The on-site cables were connected in the E-unit.	<input type="checkbox"/>	<input type="checkbox"/>
Grounding of the complete system was measured with the protective conductor meter.	<input type="checkbox"/>	<input type="checkbox"/>
The result of the protective conductor measurement is satisfactory.	<input type="checkbox"/>	<input type="checkbox"/>
The compressed air connection has been made.	<input type="checkbox"/>	<input type="checkbox"/>
All options are in place and plugged in.	<input type="checkbox"/>	<input type="checkbox"/>
The systems components are covered with protective foil.	<input type="checkbox"/>	<input type="checkbox"/>

General Comments

Activities Report

Day	Start	End	E	M	V	R	KA	Work Performed	Employees/ Number
Total (Mh)									

Explanation of Activities Report

Day / Start / End	Date / Time work was started / Time work was ended
E	Moving the complete system in the building, in hours per day
M	Installing the complete system, in hours per day
V	Cable routing for the system, in hours per day
R	Travel time, in hours per day
KA	No job-related work time, in hours per day
Work Performed	Work performed in that time
Employees/Number	Number of employees working during that time
Total (Man-hours)	Man hours, number of accumulated hours multiplied by the number of employees

On completion of installation, the filled-in protocols are to be sent to

Siemens Med
Henkestr. 127
91052 Erlangen
Department TDPS 3
Fax. 2203

One copy stays with the system and is inserted in the operating manual.

Place, date

Members of installation team

Siemens project manager

Name in printed letters

Name in printed letters